



## CLOSING CHECKLIST

PROPERTY ADDRESS 12002 university area, Charlotte, North Carolina, 28262

LISTING COMPANY \_\_\_\_\_  
 SALESAGENT \_\_\_\_\_  
 SELLER \_\_\_\_\_  
 SELLER'S ATTORNEY \_\_\_\_\_

SELLING COMPANY \_\_\_\_\_  
 SALESAGENT \_\_\_\_\_  
 BUYER \_\_\_\_\_  
 BUYER'S ATTORNEY \_\_\_\_\_

**\* DO NOT FORGET TO NOTIFY OUT-OF-STATE SELLERS OF THE NON-RESIDENT  
 INCOME WITHHOLDING TAX \***

- \_\_\_\_ 1. EARNEST MONEY CHECK
  - \_\_\_\_ A. Deposited/Date \_\_\_\_\_
  - \_\_\_\_ B. Transfer to Closing Attorney \_\_\_\_\_
  - \_\_\_\_ C. Other \_\_\_\_\_
- \_\_\_\_ 2. MULTIPLE LISTING SERVICE
 

Computer	Forms
____ A. Contingency Pending	____ A. Change of Status
____ B. Pending	____ B. Other _____
____ C. Sold	
- \_\_\_\_ 3. PUT UP SOLD SIGN
- \_\_\_\_ 4. REMOVE LOCK BOX
- \_\_\_\_ 5. ORDER TERMITE INSPECTION

Jurisdiction: Dell  
 recording Responsibility : hp  
 Company, Charlotte, USA  
 parcel No : 145-1234-12

- \_\_\_\_ A. Transfer Termite Bond Protection
- \_\_\_\_ B. Pest Control Protection
- \_\_\_\_ C. Other \_\_\_\_\_
- \_\_\_\_ 6. PROPERTY INSPECTION (Order any repairs needed)
 

____ A. Appliances	____ F. Roof
____ B. Furniture	____ G. Miscellaneous Convey Items
____ C. Window Treatments	____ H. Removal of Non-Convey
____ D. Plumbing	____ I. Other _____
____ E. Electric	
- \_\_\_\_ 7. ARRANGE TRANSFER OF UTILITIES, ETC.

	UTILITY	COMPANY	CONTACT	DATE
	Electricity			
	Water			
	Sewer/Septic Tank Tap Fee Impact Fee Septic Tank Approval			
	Cable TV			
	Telephone			
	Garbage			
	Gas			
	Mail			
	Security			
	Other			

\_\_\_ 8. **INSURANCE**

		<b>AGENCY</b>	<b>CONTACT</b>	<b>DATE</b>
	Flood			
	Wind, Storm, & Hail			
	Fire (Hazard)			

\_\_\_ 9. **LOAN APPLICATION**

		<b>COMPANY</b>	<b>PROCESSOR</b>	<b>DATE</b>
	Loan Assumption Prorate Interest			
	First Mortgage			
	Second Mortgage			

\_\_\_ 10. **ORDER DEED PREPARATION**

- \_\_\_ A. Name as it should appear on deed \_\_\_\_\_  
 \_\_\_ B. Does Seller want Buyer's Attorney to prepare deed? \_\_\_\_\_  
 \_\_\_ C. Does Buyer want Title Insurance? \_\_\_\_\_

\_\_\_ 11. **ORDER SURVEY**

\_\_\_ 12. **RENTAL INFORMATION**

- \_\_\_ A. Sign Management Agreement/or Withdraw From Rental Program  
 \_\_\_ B. Sign Interest Agreement  
 \_\_\_ C. Lock Box Agreement for Buyer  
 \_\_\_ D. Refund Lock Box Fee to Seller  
 \_\_\_ E. Check with Bookkeeper for Outstanding Bills

\_\_\_ 13. **CONDOMINIUMS**

- \_\_\_ A. Notify Home Owners Association  
 \_\_\_ B. Transfer Name and Address  
 \_\_\_ C. Outstanding Balance/Prorated Rents  
 \_\_\_ D. Transfer Rent Securities

\_\_\_ 14. **REVIEW SALES CONTRACT TO BE SURE ALL CONTINGENCIES HAVE BEEN MET**

\_\_\_ 15. **SELLER SIGN LEASE AGREEMENT IF REMAINING IN HOUSE/CONDO**

\_\_\_ 16. **CLOSING STATEMENT REVIEW**

- \_\_\_ A. Check Addition and Subtraction  
 \_\_\_ B. Transfer Rent Securities  
 \_\_\_ C. Interest Prorated  
 \_\_\_ D. Earnest Money Transferred to Closing Attorney  
 \_\_\_ E. Go over Closing Statement with Buyer  
 \_\_\_ F. Go over Closing Statement with Seller prior to Closing  
 \_\_\_ G. Termite Inspection fee  
 \_\_\_ H. Reminder: Signed Agency Disclosure

\_\_\_ 17. **KEYS**

- \_\_\_ A. Get Keys from Seller  
 \_\_\_ B. Give Keys to Buyer

**AFTER THE CLOSING**

\_\_\_ 1. **THANK YOU LETTERS TO BUYER AND SELLER. PERIODIC FOLLOW UPS ARE NICE!**

\_\_\_ 2. **DISBURSE FUNDS**

- \_\_\_ A. Selling Agent  
 \_\_\_ B. Listing Agent  
 \_\_\_ C. Referral

Date

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